

**DESK OPERATING PROCEDURE 038R**  
**CFO/CIVIL REPORTS DIVISION**

**PROCESSING EMBASSY VOUCHERS**

Embassy vouchers are vouchers that are sent from the Department of State. The U.S. Treasury reimburses the Department of State with USACE funds due to expenses incurred by USACE employees in foreign countries.

1. Receive vouchers from 96008768: Vouchers from Bangkok, Thailand – 96008768 are received thru an automatic email system from 'FSCBangkokFINTEXT@state.gov.'
2. Receive vouchers from 96008769: Vouchers from Charleston, SC are retrieved from the Department of State web site. To retrieve documents:
  - a. Log on to 'https://cfsc.state.gov'
  - b. Enter user ID and password (assigned by Charleston, SC)



The dialog box is titled "Enter Network Password" and contains a key icon. It prompts the user to enter their username and password for the site "cfsc.state.gov". It includes fields for "User Name" and "Password", a checkbox for "Save this password in your password list", and "OK" and "Cancel" buttons.

**Enter Network Password**

Please type your user name and password.

Site: cfsc.state.gov

Realm: cfsc.state.gov

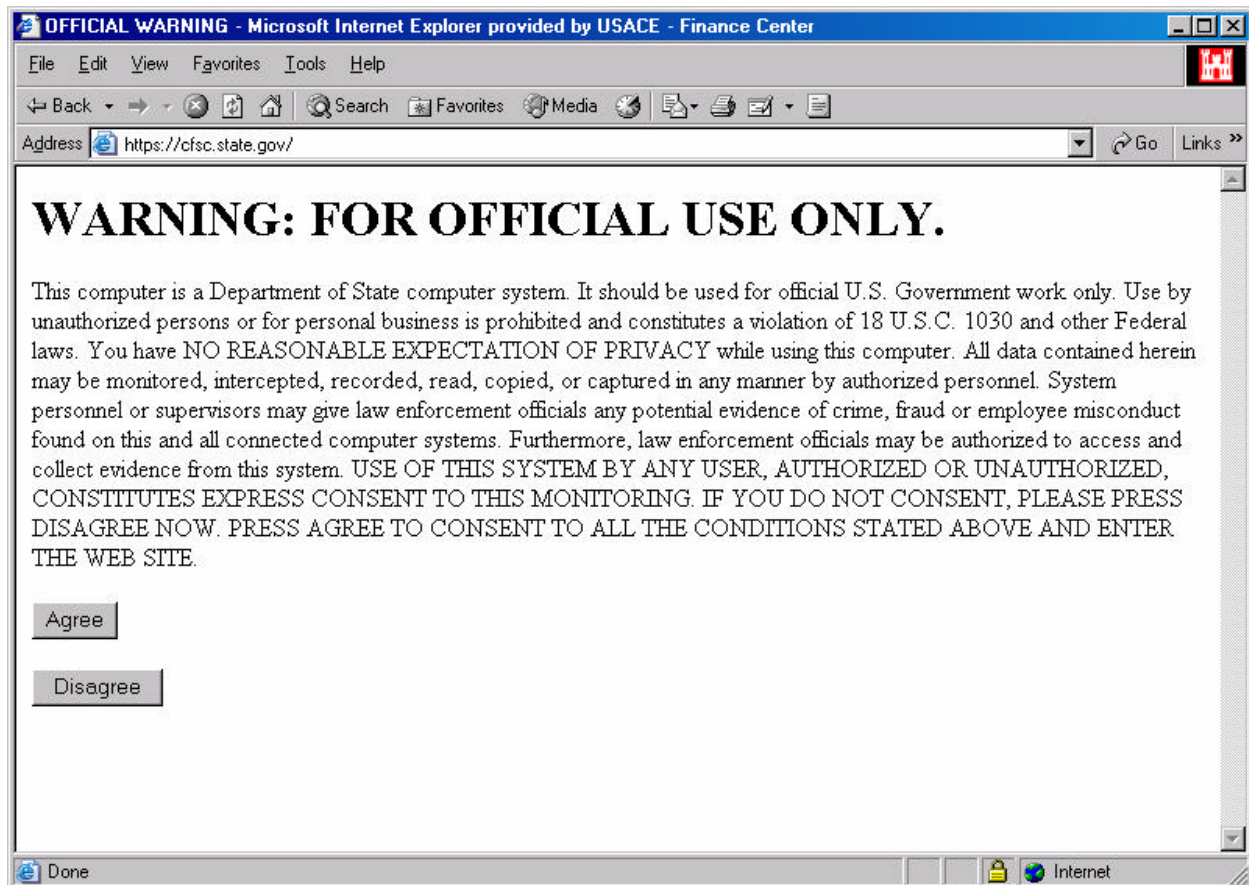
User Name:

Password:

☐ Save this password in your password list

OK Cancel

c. Select 'Agree'



The screenshot shows a Microsoft Internet Explorer window with the title "OFFICIAL WARNING - Microsoft Internet Explorer provided by USACE - Finance Center". The address bar shows "https://cfsc.state.gov/". The main content area displays a warning message about official use only, followed by "Agree" and "Disagree" buttons.

**OFFICIAL WARNING - Microsoft Internet Explorer provided by USACE - Finance Center**

File Edit View Favorites Tools Help

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Address <https://cfsc.state.gov/> Go Links >>

**WARNING: FOR OFFICIAL USE ONLY.**

This computer is a Department of State computer system. It should be used for official U.S. Government work only. Use by unauthorized persons or for personal business is prohibited and constitutes a violation of 18 U.S.C. 1030 and other Federal laws. You have NO REASONABLE EXPECTATION OF PRIVACY while using this computer. All data contained herein may be monitored, intercepted, recorded, read, copied, or captured in any manner by authorized personnel. System personnel or supervisors may give law enforcement officials any potential evidence of crime, fraud or employee misconduct found on this and all connected computer systems. Furthermore, law enforcement officials may be authorized to access and collect evidence from this system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING. IF YOU DO NOT CONSENT, PLEASE PRESS DISAGREE NOW. PRESS AGREE TO CONSENT TO ALL THE CONDITIONS STATED ABOVE AND ENTER THE WEB SITE.

Agree

Disagree

Done Internet

d. Enter assigned 'Country Code', 'Post Code', and 'Access Code.'

The screenshot shows a Microsoft Internet Explorer window with the title bar 'Choose a Report - Microsoft Internet Explorer provided by USACE - Finance Center'. The address bar displays 'https://cfsc.state.gov/cgi-bin/ta.exe'. The main content area features a form titled 'Post, Bureau or Agency Information' with three input fields: 'Country Code:', 'Post Code:', and 'Access Code :'. Below these fields is a button labeled 'Click here to continue'. At the bottom of the form area, there are three hyperlinks: 'Privacy Notice', 'Disclaimer', and 'Change Password'. The status bar at the bottom indicates 'Done' and 'Internet'.

Choose a Report - Microsoft Internet Explorer provided by USACE - Finance Center

File Edit View Favorites Tools Help

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Address <https://cfsc.state.gov/cgi-bin/ta.exe> Go Links >>

## Post, Bureau or Agency Information

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Country Code:

Post Code:

Access Code :

[Click here to continue](#)

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[Privacy Notice](#)

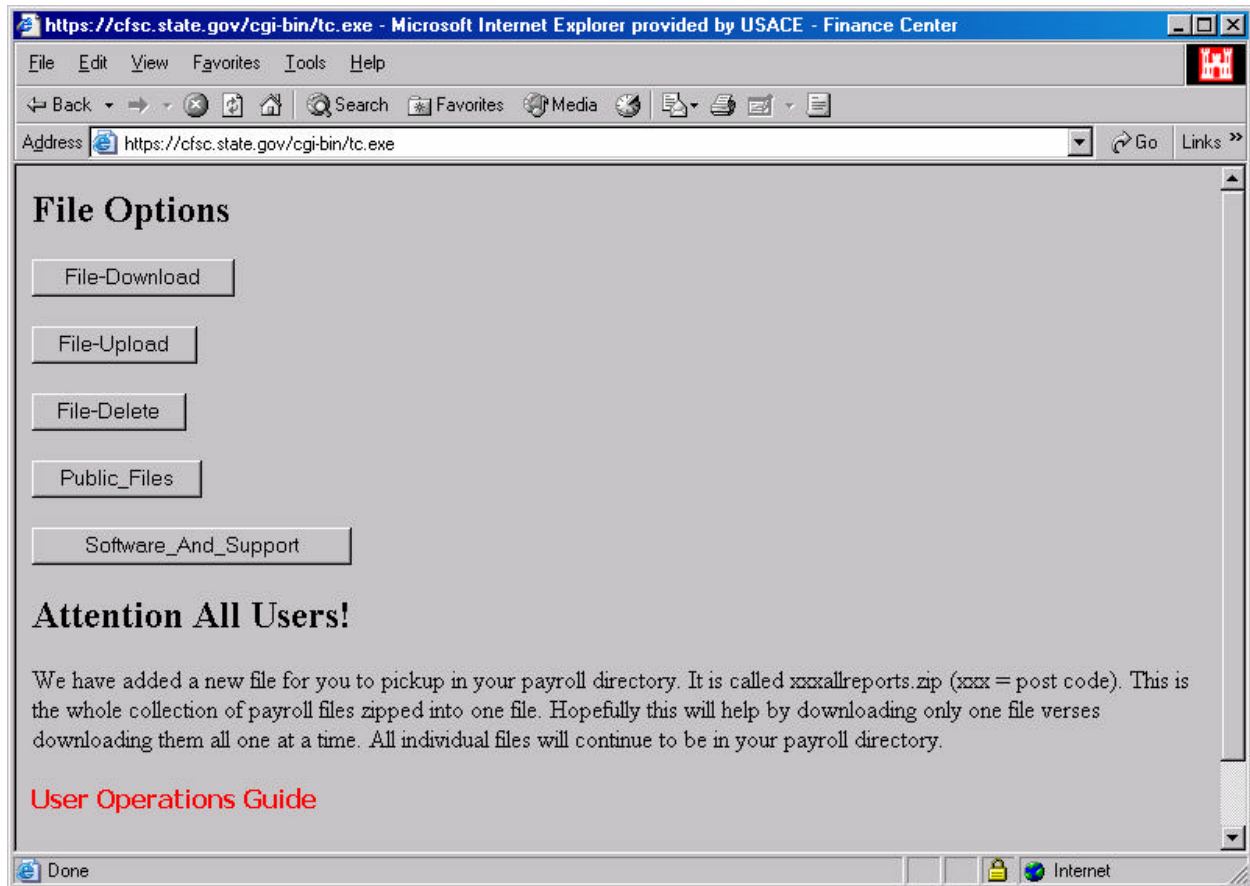
[Disclaimer](#)

[Change Password](#)

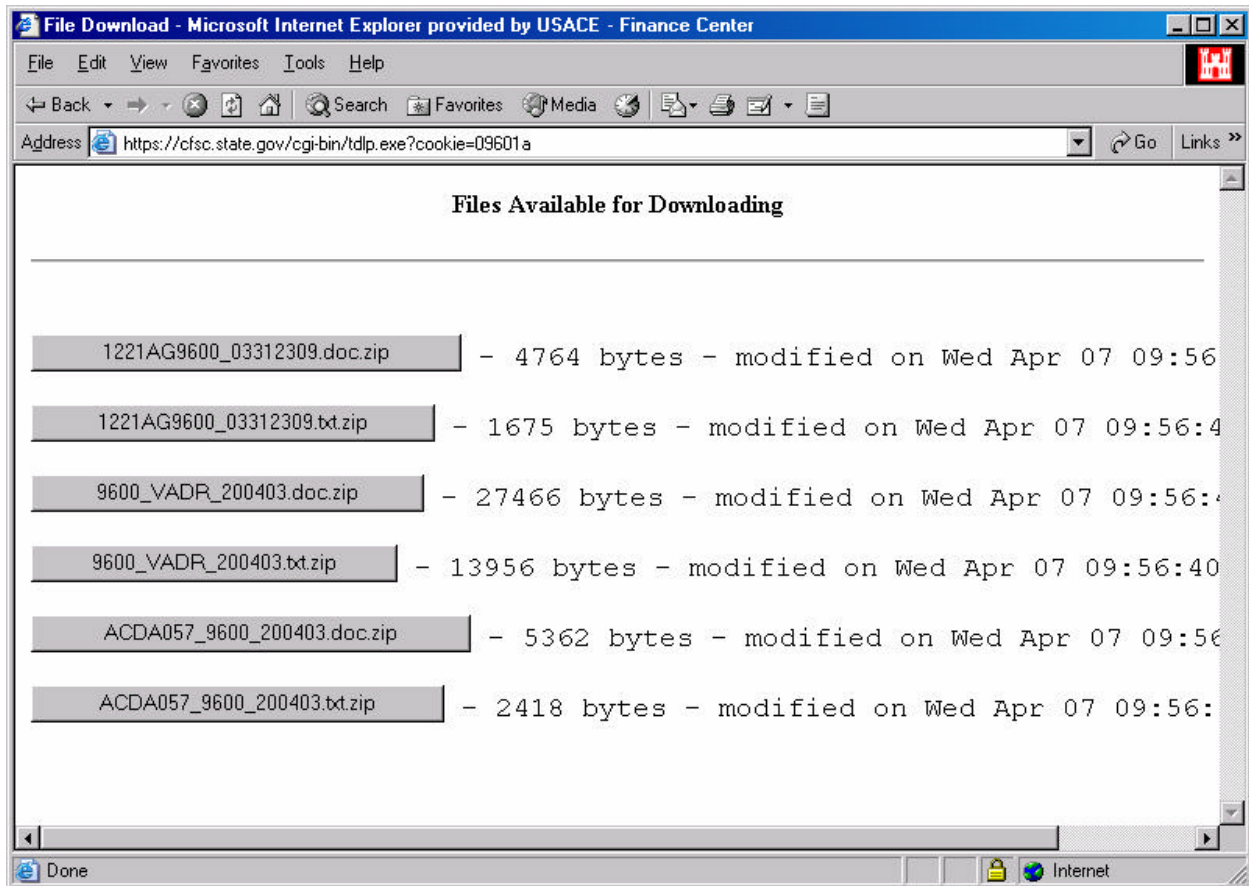
*Last Update: January 22, 2004*

Done Internet

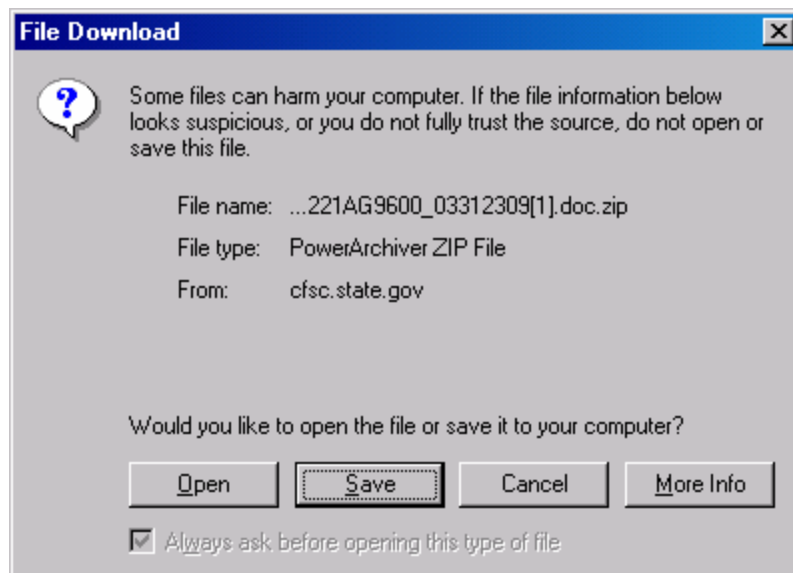
e. Select 'File-Download'



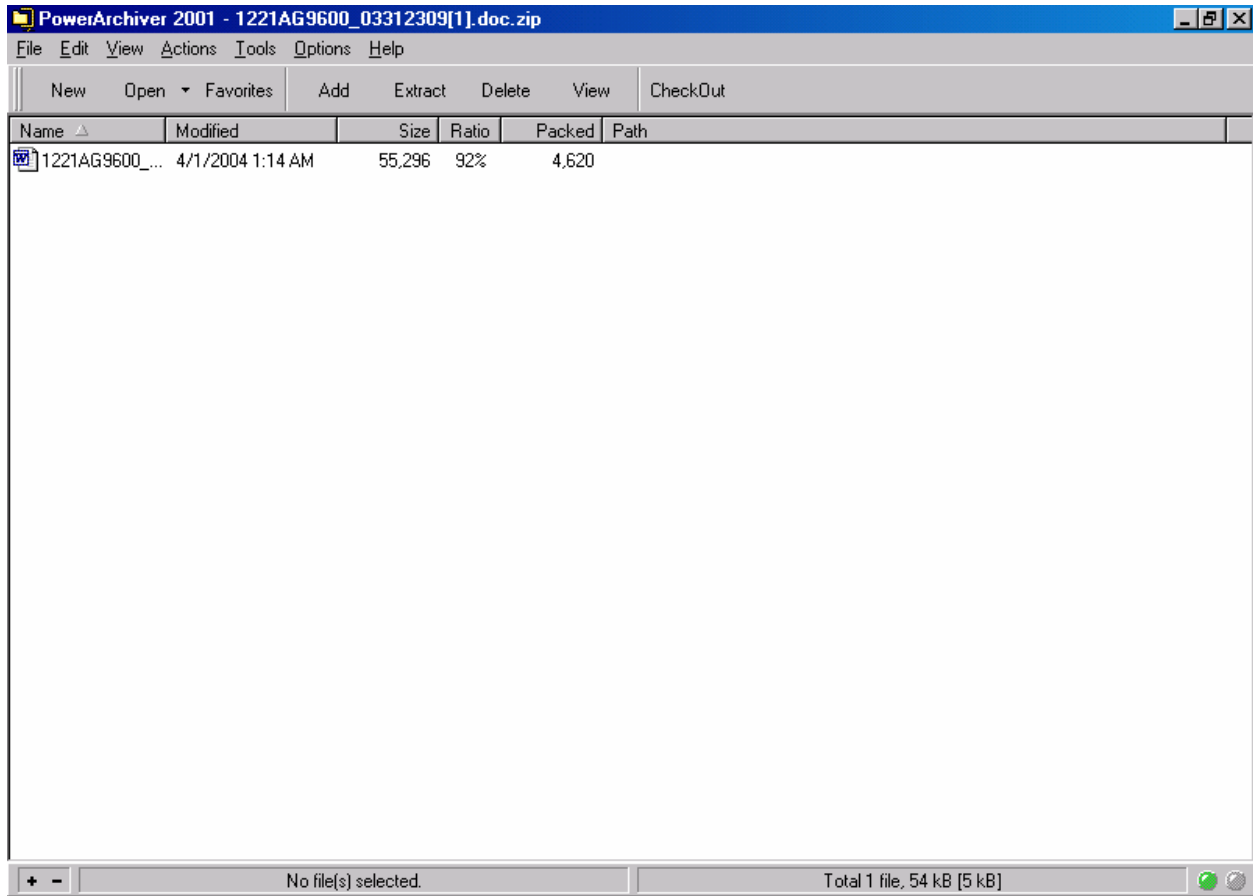
- f. Three files will be extracted: A summary file of the charges from each post by appropriation, amount, and disbursement or collection; a file listing each voucher and amount by post; and a file with the individual documents. You will be able to tell from the date the file was available which three files to extract. (i.e. March files will have a date of 31 March or the first week of April) Each file is available in 'doc' or 'txt' format. Double-click on the appropriate 'doc' format file to select.



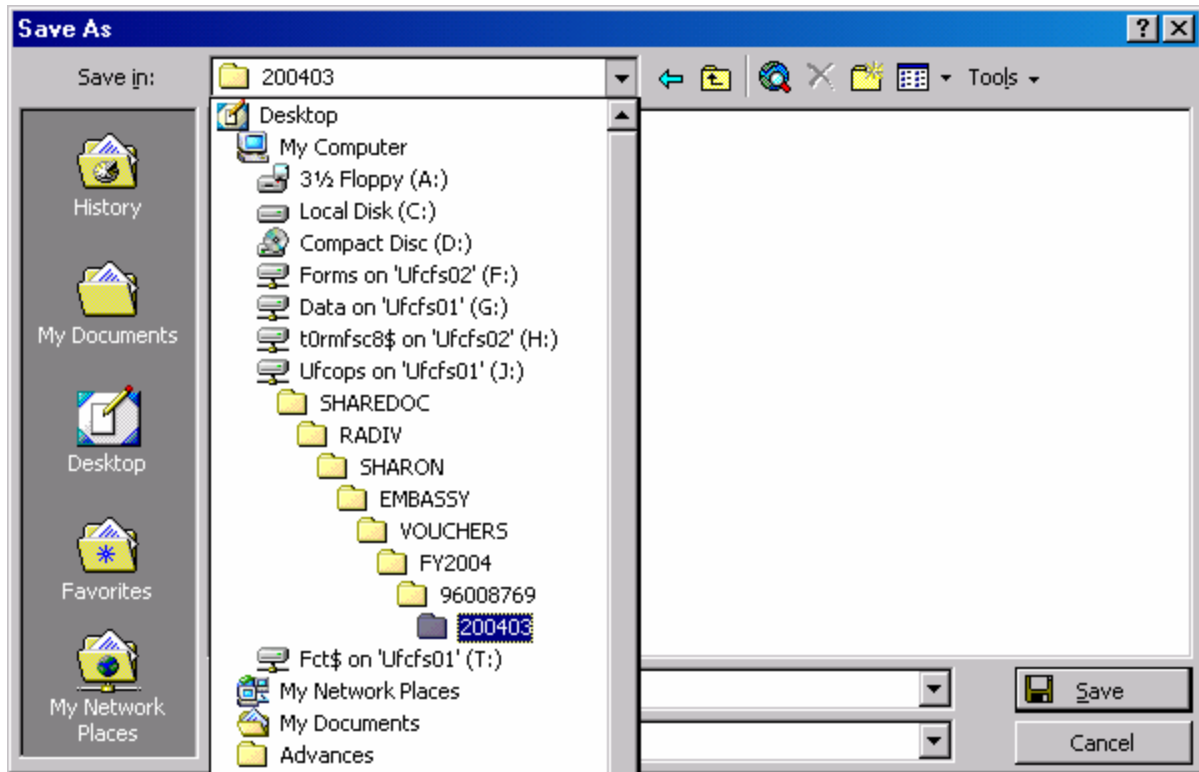
g. Select 'Open'



h. Double-click on the Microsoft Word file



i. A folder is created for each month. Save the three extracted files in the proper folder (i.e. March files are saved in folder '200403').



- j. Close Microsoft Word and PowerArchiver 2001 and the file-download window. This will take you off the Charleston web site. Note: This is done because there is no logout procedure available.
- k. Print each file.
- l. Review the individual documents to determine which USACE activity the charges belong to. This is determined by locating the FSN, EROC, or obligation number. Example: This document belongs to Mobile District. In the lower right hand corner you will find the EROC 'K5' and the FSN '96015' both indicating this is Mobile.

VADR\_9600\_200403.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

100% Courier New 6 B I U

DATE: APR 02, 2004 REGIONAL FINANCIAL MANAGEMENT SYSTEM - DISBURSING PERIOD: 03/01/2004  
 TIME: 09:41:47 VOUCHER AUDITOR'S DETAIL 03/31/2004  
 ESC: 180 PSC CHARLESTON SC USA VOUCHER MASTER (VCHM) RELEASE: 3.5  
 USDO: 2769 TTY, RICHARD J. REPORT NUMBER: ACVAB070  
 PAGE NUMBER: 62

SCHEDULE NUMBER: VOUCHER REF NUMBER: 136AV000033 VOUCHER STATUS CODE: C0  
 ACTIVITY TYPE: VOUCHER TYPE: VENDOR INVOICE  
 AGENCY BUREAU: 9600 CORPS OF ENGINEERS DISBURSING POST CODE: 190 TRANSMITTAL NUMBER: ADA

VOUCHER INFORMATION:  
 VENDOR NAME: MISCELLANEOUS LOCAL CURRENCY  
 VOUCHER DESCRIPTION: CONFERENCE ROOMAGENT

AUDIT RESULT DESCRIPTION:  
 CURRENCY CODE: 136 INVOICE NUMBER: 316 CLAIMED AMT: 760.000  
 CURRENCY NAME: PERMANIAN MUENO SOLES RECEIPT DATE: MAR 29, 2004 +/- ADJUSTMENT AMT: 0.000  
 SUBMITTING POST: 136 DUE DATE: - ALLOWED AMT: 0.000  
 LAST MOD DATE: MAR 27, 2004 DISCOUNT DUE DATE: MAR 25, 2004 - OUT OF POCKET AMT: 0.000  
 CREATE DATE: MAR 27, 2004 RECEIVING REPORT DATE: MAR 25, 2004 - DISCOUNT TAKEN AMT: 0.000  
 APPROVAL DATE: PGM/PART/REF INFO: P - DISCOUNT TAKEN AMT: 0.000  
 CASHIER CODE: PEA PROMT PAYMENT FLAG: N + LATE PAYMENT AMT: 0.000  
 UTILITY USAGE: 000 EXCHANGE TYPE: - NET AMOUNT ALLOWED: 0.000  
 REASON CODE: EXCH PMT CURRENCY: 0.000 - PREPAYMENT APPLIED: 0.000  
 BANK ACCOUNT: PEG EXCH PAYMENT AMOUNT: 0.000  
 CHECK NUMBER: EXCH RECEIPT CURRENCY: 0.000  
 DEPOSIT TYPE: N/A EXCH RECEIPT AMOUNT: 0.000 - USE / COL AMT: 760.000  
 DEPOSIT DATE: DEBIT VOUCHER DATE: DISCOUNT LOST AMT: 0.000  
 CANCEL CHECK NUMBER: DEPOSIT TICKET NUMBER: EXCHANGE RATE: 3.47000

PAYEE/COLLECTION INFORMATION:  
 PAYMENT RECORD NUMBER: 1 PAYEE ADDRESS: AMERICAN EMBASSY MAIL CODE: P  
 PAYEE NAME: MISCELLANEOUS LOCAL CURRENCY LIMA, PERU BANK ACCOUNT CD: PEG  
 PAYMENT MEDIA: N

PAYMENT AMOUNT: 760.000 CHECK NUMBER: CHECK DATE:  
 PAYEE DESCRIPTION: CONFERENCE ROOMAGENT

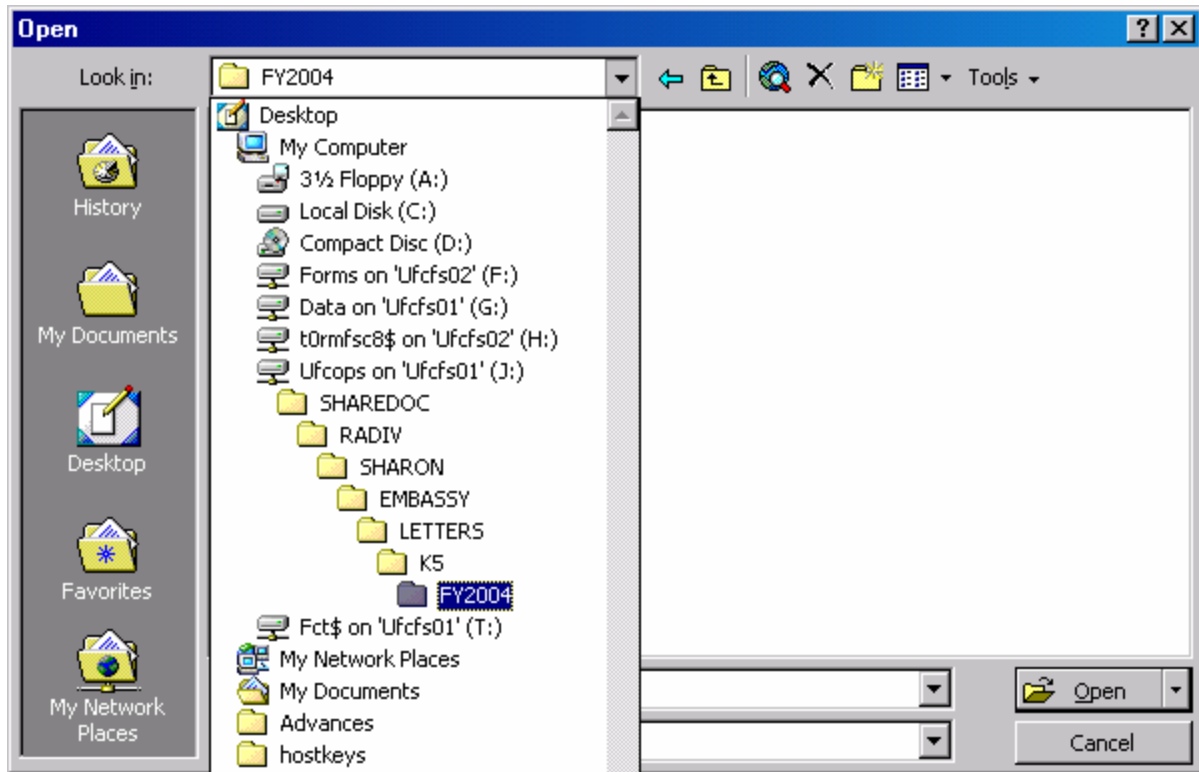
ACCOUNTING CLASSIFICATION:  
 TRANSACTION TYPE: D - DISBURSEMENT RECORD NUMBER: 001 RECORD STATUS CODE: C0  
 TRANSACTION AMT: 760.000 USE AMOUNT: 219.02 OBLIGATION DOCUMENT NUMBER: 09990 2530  
 APPROPRIATION: 96 X31220000 TREASURY BUREAU CODE: 00 EXPENDITURE AUTH. CODE: X5 02 2446  
 OBLIGATION NUMBER: 09990 2530 FUNCTION CODE: 030J03 9 OBJECT CODE: 896015  
 PROJECT CODE: 00002736 PROPERTY ID: ORGANISATION CODE:  
 TRAVELLERS ID: EXPECTED COMPLETE DATE: DEBITOR/CREDITOR CODE: 1136MISCLC  
 PT TYPE:

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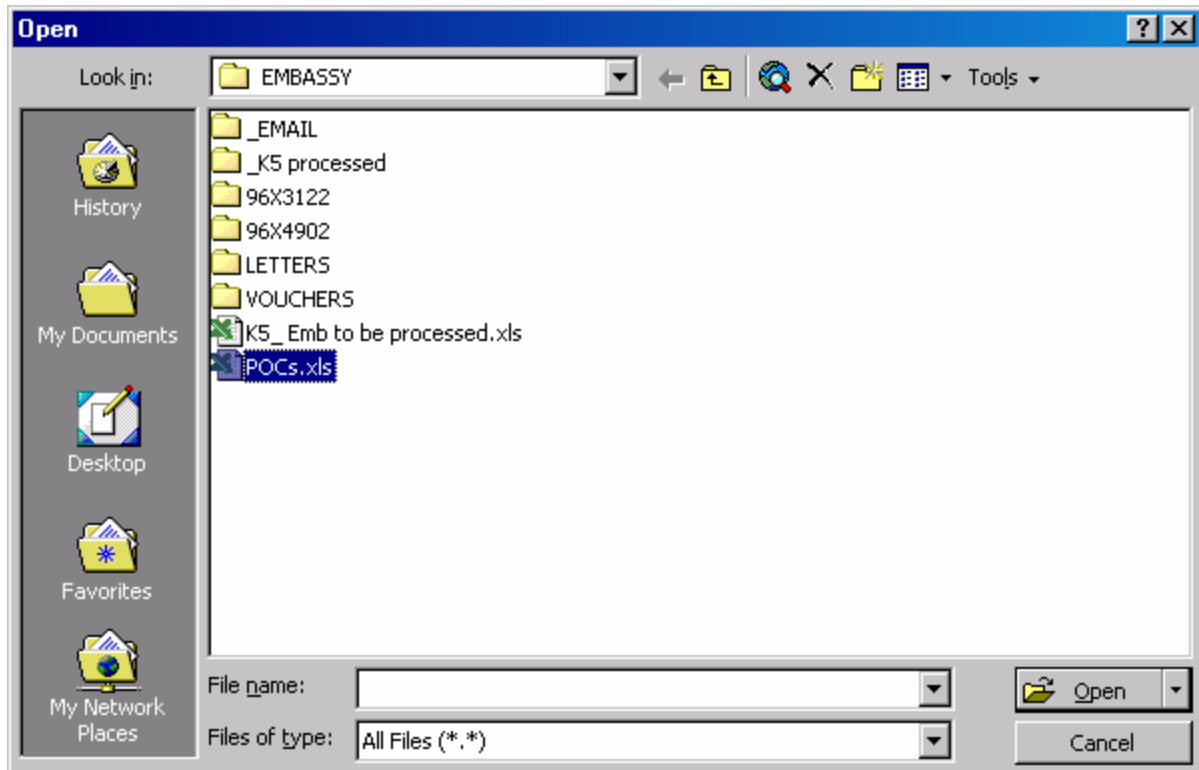
Page 68 Sec 1 68/69 At 2" Ln 21 Col 88 REC TRK EXT OVR

m. Once you have determined which USACE activity each document belongs to you will prepare a memorandum to forward the charges to them. The memorandum reflects the total disbursements, total collections, month of charges, and appropriation charged. If the charges are to appropriation 96X4902 it will state which monthly cash recon they will be recorded on. Copies of previous letters can be found at:





- n. After the letter is completed it will be forwarded to the USACE activity POC, along with the supporting documents by email. A list of POCs can be found at:



- o. The USACE activity will review the documents and provide obligation numbers for processing.
3. Total charges are reconciled to the FMS6653 to assure accuracy.
4. Once obligation numbers are received the documents are ready for processing charges. Note: Since the Embassy has received payment by charging USACE funds, we are updating the databases to reflect what has already happened.
  - a. Review CEFMS obligations provided to assure it reflects the correct appropriation charged.
  - b. Provide copies of documents to Accounts Receivable for processing as IPAC transaction. Note: Processing as IPAC instead of a Treasury check eliminates the risk of a check being mailed out in error.
  - c. When disbursements are completed verify amounts by viewing CEFMS screen 7.2.V. This verification is done to reduce then chance of differences

between what was reported on the FMS6653 by the Embassy and what was recorded in the CEFMS database, which would result in a difference on the FBWT.

- d. A couple of days prior to the end of the month, an email is sent to Cash Reports Section providing them the information regarding the Embassy transactions that should be removed from the SF1219 and SF1220. Information should include EROC, appropriation, and amount of disbursements/collections that have been processed during the current month.
  - e. Edits are established to reconcile the current year cumulative SF1219/1220 to Civil SGL. As a result, the Civil SGL will have a 'D02' and a 'D05' error. Therefore, when notifying the Cash Reports Section you should also notify the POC responsible for the Civil SGL and let them know that their report will reflect a difference (include amount) but the error is valid.
4. When the monthly SF1219/1220 and SGL have been completed, verify the correct amounts have been removed from the SF1219/1220. This verification is also done to reduce then chance of differences between what was reported on the FMS6653 by the Embassy and what was removed from the reports, which would result in a difference on the FBWT.

Revised by: Annette Chaffen 05/27/99

Revised by: Sharon Cave, Accountant, CFO/Civil Reports Division (March 2004)

Reviewed by: Ellen E. Gibson, Chief, CFO/Civil Reports Division (March 2004)

Approved by: Cynthia R. Blevins, Deputy Director of Accounting (March 2004)